

**Personal Computer (PC)  
Headquarters Enterprise Messaging Initiative (HEMI)  
Outlook Calendar**

**How to Perform Delegation in Outlook**



**Prepared by  
Science Applications International Corporation (SAIC)  
for  
NASA Headquarters**

**June 24, 2005**

# Table of Contents

## **What is a Delegate**

## **About Delegate Access**

## **Change Permissions for a Delegate**

## **Delegate Access Permissions**

- Levels of Permission

  - Author

  - Editor

  - Reviewer

## **Allow a Delegate to See Private Appointments**

## **Troubleshoot Delegate Access**

- Missing Buttons or Tabs

- Add or Remove a COM Add-In

- Add Or Remove An Exchange Client Add-In

- Viewing Another Person's Folders

- Working With Tasks

## **Open Additional Exchange Mailboxes**

- Enable Others to Set-up your Meeting Workspaces

- Enable Someone to Create New Meeting Workspaces for You

- Enable Someone to Link to an Existing Meeting Workspace That You Created

- Give Access to Your Default Calendar and Enable Meeting Requests on Your Behalf

  - Assign Someone as Your Delegate

  - Share Your Calendar Folder with Someone

## **Outlook Folder Permissions**

## **Enabling Others to Set Up Your Meeting Workspaces**

## **Add Another Person's Mailbox to Your Account**

## **Set up A Resource so that it Can Be Scheduled**

## **Schedule A Resource**

## **Have Replies to Your Message Sent to Another Person**

## **Permit Others to Access A Folder**

- Share a Public or Private Folder Using Permissions

- Share Private Folders by Giving Someone Delegate Access

## **Share and Open Other People's Folders**

- Open Shared Folders

## **Assign a Task to Someone Else**

- Assign a Task for the First Time

- Reassign a Task After the Recipient Declines Your Request

- Reassign a Task that Someone Assigned to You

## What is a Delegate

A delegate is someone granted permission to open another person's folders, create items, and respond to requests for that person. The person granting delegate permission determines the folders the delegate may access and the changes the delegate may make.

## About Delegate Access

This feature requires you to be using a Microsoft Exchange Server e-mail account.

Just as you might have an assistant who helps you manage your incoming paper mail, Microsoft Outlook provides similar functionality by making it possible for you to give another person access to your Inbox and any other Outlook folder you want. The process of granting someone permission to open your folders, read and create items, and respond to requests for you is called delegate access.

As the person granting permission, you determine the level of access the delegate has. You may give a delegate permission to read items in your folders, or to read, create, modify, and delete items. You can give a delegate permission to send mail and to respond to mail on your behalf. The delegate can also organize meetings on your behalf and respond to meeting requests and task requests sent to you. By default, if you grant someone access to your folders, that delegate has access to the items in the folders, except items marked private. You must grant additional permissions to allow access to private items.

**Note:** If you want to use the Delegate Access feature, your mail must be delivered to your mailbox (mailbox: Location on a Microsoft Exchange server where your e-mail is delivered. Your administrator sets up a mailbox for each user. If you designate a personal folder file as your e-mail delivery location, messages are routed to it from your mailbox) on the server, not to a personal folders file on your hard disk.

## Change Permissions for a Delegate

- On the Tools menu, click Options, and then click the Delegates tab
- Click the delegate you want to change permissions for, and then click Permissions
- Change the permissions for any Microsoft Outlook folder that the delegate has access to
- To send a message to notify the delegate of the changed permissions, select the Automatically send a message to delegate summarizing these permissions check box

**Note:** If you want your delegate to be sent copies of meeting requests and responses sent to you, give the delegate editor permission to your Calendar folder, and then select the Delegate receives copies of meeting-related messages sent to me check box.

## Delegate Access Permissions

This feature requires you to be using a Microsoft Exchange Server e-mail account.

The levels of permission that a delegate can be granted are as follows:

### Author

As a delegate, you can read and create items, and modify and delete items you create. For example, a delegate can create task requests and meeting requests directly in the manager's Task or Calendar folder, and then send either item on the manager's behalf.

### Editor

As a delegate, you can do everything an Author can do, plus modify and delete the items the manager created.

### Reviewer

As a delegate, you can read items; for example a delegate with Reviewer permission can read messages in another person's Inbox.

**Note:** With author or editor permissions, the delegate has send-on-behalf-of permission. Sent messages contain both the manager's and delegate's names. Message recipients see the manager's name in the Sent On Behalf Of box and the delegate's name in the From box

If a delegate needs permission to work with meeting requests and responses only, the manager can select the user on the Delegates tab (Tools menu, Options command), click Permissions, and then select the Delegate receives copies of meeting-related messages sent to me check box. The manager does not need to grant permission to their Inbox. Meeting requests and responses will go directly to the delegate's Inbox. The delegate will, however, need editor permission to the manager's Calendar folder, because once they respond to the meeting on behalf of the manager, the meeting is automatically added to the manager's Calendar folder

### **Allow a Delegate to See Private Appointments**

This feature requires you to be using a Microsoft Exchange Server e-mail account.

If you have given another person delegate access to any of your folders, you can hide personal information. Open each personal item, and then select the Private check box. To override this setting, do the following:

- On the Tools menu, click Options, and then click the Delegates tab
- In the list, click the delegate that you want to allow to see private (private: Other people cannot see an item marked private, even if they have permission to access your folders) appointments
- Click Permissions
- Select the Delegate can see my private items check box.

**Important:** You should not rely on the Private feature to prevent all access by other people to the details of an appointment, contact, or task. To make sure that other people cannot read the item that you marked as private, do not grant them Read permission to your Calendar, Contacts, or Tasks folder. A person who is granted Read permission to access your folders could use programmatic methods or other e-mail applications to view details in a private item. Use the Private feature only when you share folders with people you trust.

### **Troubleshoot Delegate Access**

This feature requires you to use a Microsoft Exchange Server e-mail account.

#### Missing Buttons or Tabs

- I can't add new delegates because the Add button is unavailable

If you want to have delegates open your Microsoft Outlook folders, your mail must be delivered to your mailbox (mailbox: Location on a Microsoft Exchange server where your e-mail is delivered. Your administrator sets up a mailbox for each user. If you designate a personal folder file as your e-mail delivery location, messages are routed to it from your mailbox) on the server, not to a Personal Folders file (Personal Folders file (.pst): Data file that stores your messages and other items on your computer. You can assign a .pst file to be the default delivery location for e-mail messages. You can use a .pst to organize and back up items for safekeeping) (.pst) on your hard disk. If you have your mail delivered to a .pst, you cannot add delegates.

- I can't see the Delegates tab

- You may not be connected to the Microsoft Exchange Server computer. Verify that you are connected to the server.
- The add-in (add-in: A supplemental program that adds custom commands or custom features to Microsoft Office) that contains the Delegate Access feature must be set up. On the Tools menu, click Options, and then click the Other tab. Click Advanced Options, and then click Add-In Manager. If the Delegate Access check box is not available, you must set up that add-in.

How?

Do either of the following:

#### Add or Remove a COM Add-In

- On the Tools menu, click Options, and then click the Other tab
- Click Advanced Options, and then click COM Add-Ins
- Do any of the following:
  - To enable an add-in, select the check box next to the add-in
  - If the COM add-in you want is not listed, you need to add it to the Add-ins available list. Click Add, click the add-in (.exe or .dll file) you want, and then click OK
  - To disable an add-in, clear the check box next to the add-in
  - To remove an add-in, clear the check box next to the add-in you want to remove, and then click Remove

#### Add Or Remove An Exchange Client Add-In

- On the Tools menu, click Options, and then click the Other tab
- Click Advanced Options, and then click Add-In Manager
- Click Install and then double-click the extension configuration (.ecf) file you want
- Click OK

To disable an add-in, clear the check box next to the add-in, and then click OK.

#### Viewing Another Person's Folders

- I can't see an appointment in another person's Calendar when I'm the delegate.

When you view days in the Calendar folder, you can't see the details of an appointment, but the free/busy time (free/busy time: In Calendar, time status and user defined labels are indicated by colors and patterns) shows that the person's time during the appointment is busy; therefore, you know that an appointment has been set up during that time. This is because, even though you have delegate access permission to the other person's Calendar folder, if the other person created an appointment and marked it private, you cannot view the appointment unless they have given you permission to do so. Have the person who granted you permission clear the Private check box on the Appointment tab in the appointment, or have the person modify your permissions so that the Delegate can see my private items check box is selected.

- I receive meeting requests and responses that my delegate should get
  - The person you set up as your delegate might have been deleted from the Microsoft Exchange Global Address List (Global Address List: The address book that contains all user, group, and distribution list e-mail addresses in your organization. The administrator creates and maintains this address book. It may also contain public folder e-mail addresses.), or there might have been an internal rule-handling failure on the server. To reset your delegate's permissions, on the Tools menu, click Options, and then click the Delegates tab
  - The Send meeting requests and responses only to my delegates, not to me check box might not be selected. On the Tools menu, click Options, and then click the Delegates tab
- I'm a delegate, but I can't open the other person's folders

- You may not be connected to the Microsoft Exchange Server computer. Verify that you are connected to the server
- You may not have sufficient permissions. Ask the person who granted you delegate access to perform the following steps to verify the permissions granted to you: On the Tools menu, point to Options, and then click the Delegates tab. Click the delegate's name in the Delegates box, and then click Permissions
- I get appointment conflicts

This can be caused when the delegate and the person granting permission to his or her folders, usually a manager, both make changes to the Calendar. One person's changes are synchronized, but when the changes from the other person attempt to synchronize, a conflict occurs. There are several recommendations to help prevent these types of conflicts, including the following:

- The delegate and the person sharing his or her information, usually a manager, agree on a set of guidelines for editing particular types of appointments. For example, the manager always edits his or her own personal appointments
- The two people agree which person always makes changes to existing appointments
- The person granting permissions, usually the manager, does not make changes while offline or when using Cached Exchange Mode

#### Working With Tasks

- I am not receiving responses to a task request

If you create a task request as a delegate, the responses are sent to the person for whom you are a delegate

- I can't move tasks up and down in a Tasks folder

If you want to move tasks up or down in a Tasks folder that you have access to, the person who granted you delegate access must also give you owner permission for that folder. To give you owner permission, the person who granted you permission must: Right-click the Tasks folder, and then click Properties on the shortcut menu. Click the Permissions tab, and then in the Name box, click your name. Then, in the Permission level list, click Owner

#### **Open Additional Exchange Mailboxes**

This feature requires you to be using a Microsoft Exchange Server e-mail account

If you have delegate access permission for other Exchange mailboxes (mailbox: Location on a Microsoft Exchange server where your e-mail is delivered. Your administrator sets up a mailbox for each user. If you designate a personal folder file as your e-mail delivery location, messages are routed to it from your mailbox), you can specify which mailboxes to open in Microsoft Outlook.

- On the Tools menu, click E-mail accounts, select View or change existing e-mail accounts, click Next, select the Exchange account, and then click Change
- Click More Settings, then click the Advanced tab
- Under Mailboxes, click Add, and then select the mailboxes to add

#### Enable Others to Set-up your Meeting Workspaces

This feature requires you to be using a Microsoft Exchange Server e-mail account.

Do any of the following:

#### Enable Someone to Create New Meeting Workspaces for You

- Make sure that person is granted rights on the parent Microsoft Windows SharePoint Services Web site under which the Meeting Workspace will be a subsite. To do this, contact the administrator of the parent site

#### Enable Someone to Link to an Existing Meeting Workspace That You Created

- From the Meeting Workspace, give that person permissions by assigning them to the Administrator site group. For more information, see Help in the Meeting Workspace

#### Give Access to Your Default Calendar and Enable Meeting Requests on Your Behalf

- Give the person who will be setting up the workspace for you access to your default Calendar, and enable them to send meeting requests on your behalf. You can do either of the following:

##### Assign Someone as Your Delegate

- On the Tools menu, click Options, and then click the Delegates tab
- Click Add, and then in the Type Name or Select from List box, enter the name of the person you want to make your delegate. Click Add, and then click OK
- In the Calendar box, select Editor
- Leave the Delegate receives copies of meeting-related messages sent to me check box selected
- To send a message to notify the delegate of their permissions, select the Automatically send a message to delegate summarizing these permissions check box

##### Share Your Calendar Folder with Someone

- In Calendar, in the Navigation Pane (Navigation Pane: The column on the left side of the Outlook window that includes panes such as Shortcuts or Mail and the shortcuts or folders within each pane. Click a folder to show the items in the folder.), click Share My Calendar
  - Click Add
  - In the Type Name or Select from List box, enter the name of the person you want to grant sharing permissions to
  - Click Add, and then click OK
  - In the Name box, click the name of the person you just added
  - Under Permissions, select one of the following permission levels: Owner, Publishing Editor, or Editor
  - Make sure at least the Create items and Read items check boxes are selected
  - Under Edit items and Delete items, make sure All is selected
- Note:** Regardless of the permissions you assign, the details of any item marked Private will not be displayed to other people.

**Note:** The person working on your behalf must be online to access your calendar when creating the meeting request and workspace.

#### **Outlook Folder Permissions**

This feature requires you to use a Microsoft Exchange Server email account.

If your administrator has set up a public folder, you may have permission to use some or all of the folders within the public folder. If someone has shared one of their private folders with you or designated you as a delegate for that folder, then you have permission to perform certain activities in that folder. The extent of the activities you can perform in a public folder, shared private folder, or folder you are a delegate for, depends on your role (or combination of permissions) in that folder, as described next.

With This Permission Level (or role)	You Can
--------------------------------------	---------

Owner	Create, read, modify, and delete all items (item: An item is the basic element that holds information in Outlook (similar to a file in other programs). Items include e-mail messages, appointments, contacts, tasks, journal entries, notes, posted items, and documents) and files, and create subfolders. As the folder owner, you can change the permission levels others have for the folder. (Does not apply to delegates)
Publishing Editor	Create, read, modify, and delete all items and files, and create subfolders. (Does not apply to delegates)
Editor	Create, read, modify, and delete all items and files
Publishing Author	Create and read items and files, create subfolders, and modify and delete items and files you create. (Does not apply to delegates)
Author	Create and read items and files, and modify and delete items and files you create
Contributor	Create items and files only. The contents of the folder do not appear. (Does not apply to delegates)
Reviewer	Read items and files only
Custom	Perform activities defined by the folder owner. (Does not apply to delegates)
None	You have no permission. You cannot open the folder.

**Note:** With author or editor permissions, a delegate has send-on-behalf-of permission. Sent messages contain both the manager's and delegate's names. Message recipients see the manager's name in the Sent On Behalf Of box and the delegate's name in the From box.

### Enabling Others to Set Up Your Meeting Workspaces

The requirements for someone to set up a Meeting Workspace and send the associated meeting request on your behalf are:

- You and the person who will set up the workspace for you must be using a Microsoft Exchange Server e-mail account
- For the other person to create new Meeting Workspaces, you must make sure they have rights to access the parent Microsoft Windows SharePoint Services Web site where the Meeting Workspace will be a subsite
- For the other person to link to an existing Meeting Workspace that you created, you need to add them to the Administrator site group in the Meeting Workspace
- You must give the other person access to your default Calendar, and you must enable them to send meeting requests on your behalf. You can do this by sharing your Calendar folder with them or by assigning them delegate access permissions on your Calendar
- The person working on your behalf must be online to access your calendar when creating the meeting request and workspace

#### How it works

When your delegate or the person sharing your calendar creates a new or links to an existing Meeting Workspace on your behalf, they are automatically added as a user in the workspace and assigned to the Administrator site group. However, that person is not added to the Attendees list. In addition, when they create new workspaces, you are automatically added as a user in the workspace and assigned to the Administrator and Contributor site groups, and you are added to the Attendees list.

**Note:** For existing Meeting Workspaces, this information was added at the time you created the workspace.

Once the meeting request is sent, the meeting is automatically added to your Calendar. You or the person working on your behalf can update the request. The updated information will be sent to the workspace when you send the updated meeting request to the invitees. Responses that recipients send will go directly to the Inbox of the person working on your behalf.

If you want to change delegates later, you need to give the appropriate rights to the new delegate. If you want to prevent the previous delegate from accessing the workspace, you must delete their rights on the Web sites.

### **Add Another Person's Mailbox to Your Account**

This feature requires you to be using a Microsoft Exchange Server email account.

If you are a delegate and routinely respond to e-mail for someone else, you may want to add their mailbox (mailbox: Location on a Microsoft Exchange server where your e-mail is delivered. Your administrator sets up a mailbox for each user. If you designate a personal folder file as your e-mail delivery location, messages are routed to it from your mailbox) to your account for quick access. You must have been granted at least reviewer permission to open their mailbox and see it in your Folder List.

- On the Tools menu, click Email Accounts
- Click View or change existing e-mail accounts, and then click Next
- In the list, click the Exchange account type, and then click Change
- Click More Settings, and then click the Advanced tab
- Click Add, and then type the mailbox name of the person whose mailbox you want to add to your user profile (Outlook user profile: A group of e-mail accounts and address books. Typically, a user needs only one but can create any number, each with a set of e-mail accounts and address books. Multiple profiles are useful if more than one person uses the computer.). If you do not know the mailbox name of the person, contact your administrator

### **Set Up A Resource So That It Can Be Scheduled**

This feature requires you to be using a Microsoft Exchange Server email account.

This procedure works only if you are the resource administrator or you have been given owner permissions.

- On the Tools menu, click Options, and then click Calendar Options
- Click Resource Scheduling
- Click the options you want
- Click Set Permissions
- Click the Permissions tab, and then click Add
- In the Type name or select from list box, enter the name of each person you want to grant permissions to, clicking Add after each name
- Click OK
- In the Permission Level list, click Author

### **Schedule A Resource**

This feature requires you to be using a Microsoft Exchange Server email account.

This procedure works only if you have been given permission to schedule this resource.

- In Calendar, on the Actions menu, click Plan a Meeting
- Click Add Others, and then click Add from Address Book
- In the Type name or select from list box, enter the name of a resource you want at the meeting
- After you enter each resource, click Resources
- Click OK, and then use the scroll bars to view the free/busy time (free/busy time: In Calendar, time status and user defined labels are indicated by colors and patterns.) for invitees

### **Have Replies to Your Message Sent to Another Person**

- Create a message
- Click Options
- Under Delivery options, select the Have replies sent to check box
- Type the name of another person, or click Select Names to select from a list

**Note:** You cannot have replies sent to a distribution list (personal distribution list: A collection of e-mail addresses that you create and add to your Outlook Address Book as one e-mail alias. When you send a message to a distribution list, it goes to each e-mail address in the list).

### **Permit Others to Access A Folder**

This feature requires you to use a Microsoft Exchange Server email account.

#### Share a Public or Private Folder Using Permissions

- On the Go menu, click Folder List (Folder List: Displays the folders available in your mailbox. To view subfolders, click the plus sign (+) next to the folder. If the Folder List is not visible, on the Go menu, click Folder List), right-click the private or public folder you want to share, and then click Sharing on the shortcut menu

You must have Owner permission for a public folder to set sharing permissions for the folder. You can set permissions for only one folder at a time

- Click the Permissions tab
- Click Add
- In the Type name or select from list box, enter the name of the person you want to grant sharing permissions to
- Click Add, and then click OK
- In the Name box, click the name of the person you just added
- Under Permissions, choose the settings you want

**Note:** For public folders, you may assign everyone who has access to the folder the same permissions by clicking Default in the Name box.

#### Share Private Folders by Giving Someone Delegate Access

- On the Tools menu, click Options, and then click the Delegates tab
- Click Add
- In the Type name or select from list box, enter the name of the delegate for whom you want to set permissions

To add multiple delegates simultaneously, hold down CTRL and click names in the Name list below. The permissions you select will apply to all of the delegates

- Click Add, click OK, and then click a type of permission for each Microsoft Outlook folder you want the delegate to have access to
- Select any other options you want

### **Share and Open Other People's Folders**

This feature requires you to be using a Microsoft Exchange Server email account.

You can share your e-mail, calendar, tasks, notes, and journal with other Outlook users as long as you both are using a Microsoft Exchange Server in the same organization.

To share any other folder other than the Inbox, Contacts, Calendar, Notes, or Journal, you must share permissions on the folder you want to share and each folder that is higher in the folder hierarchy. For

example, to give another person access to a folder that is under Inbox in your mailbox, you must grant permissions to the Mailbox, Inbox, and the subfolder. Even though it might appear you're granting the other person access to more folders than you want, only the items in the Inbox subfolder will be available.

Sharing folders should not be confused with Delegate Access, another feature available to Outlook users who connect to a Microsoft Exchange Server. Delegate Access provides the additional functionality of allowing another person to send and reply to messages in your mailbox on your behalf. You would use Delegate Access with your administrative assistant so that they can send and reply to e-mail messages on your behalf, including scheduling and accepting meeting requests.

#### Share A Folder

- To share an e-mail folder, in the Navigation Pane (Navigation Pane: The column on the left side of the Outlook window that includes panes such as Shortcuts or Mail and the shortcuts or folders within each pane. Click a folder to show the items in the folder), click Mail.

#### Tip

- On the Go menu, click Folder List to display the folders in the Navigation Pane
- Right-click Mailbox – your name, and then click Sharing
- Click Add
- Select the other person that you want to give permissions to, and then click Add
- Select the person's name in the list, and then for Permission Level, select Reviewer
- Click OK
- Right-click the folder you want to give the other person permissions to view, and then click Sharing
- Click Add
- Select the other person you want to give permissions to, and then under Add Users, click Add
- Select the person's name in the list, and then for Permission Level, select Reviewer

**Note:** If you want the person to be able to change items, select Editor.

To share a folder that is not directly beneath Mailbox – user name, like the Inbox, Contacts, Calendar, Notes, or Journal folders, you must do the following on each folder that is higher in the folder tree.

- Right-click the folder, and then click Sharing
- Click Add
- Select the other user you want to give permissions to, and then under Add Users, click Add
- Select the user's name in the list, and then for Permission Level, select None

The top folder, Mailbox – Your Name, must be shared to share any folder beneath it

The Inbox folder must be shared to share any of the folders beneath it, such as the Prospective client's folder. You can set the Inbox folder permissions to None to prevent others from viewing the contents

The Prospective client's folder should have at least Reviewer permissions for other people to view the contents

#### Open Shared Folders

- On the Tools menu, click Email Accounts
- Click View or change existing e-mail accounts, and then click Next
- Click the Exchange Server account, and then click Change
- Click More Settings
- On the Advanced tab, under Mailboxes, click Add
- Type the other user's name, and then click OK twice
- Click Next, and then click Finish

You might need to quit and restart Outlook for the other person's folders to appear in your Navigation Pane.

## **Assign a Task to Someone Else**

Do one of the following:

### Assign a Task for the First Time

- To create a new task (task: A personal or work-related duty or errand that you want to track through completion), on the File menu, point to New, and then click Task Request. To assign an existing task, in the task list (task list: A list of tasks that appears in the Tasks folder and in the TaskPad in Calendar), open the task you want to assign, and click Assign Task
- In the To box (To, Cc, and Bcc boxes: A message is sent to the recipients in the To box. Recipients in the Cc (carbon copy) and Bcc (blind carbon copy) boxes also get the message; however, the names of the recipients in the Bcc box aren't visible to other recipients), enter the name of the person you want to assign the task to. To select the name from a list, click the To button
- For a new task, in the Subject box, type a task name. (In an existing task, the Subject box is already filled in)
- Select the due date and status options you want
- Select or clear the Keep an updated copy of this task on my task list check box and the Send me a status report when this task is complete check box
- If you want the task to repeat, click the Actions menu, click Recurrence, select the options you want, and then click OK
- In the body of the task, type instructions or information about the task
- Click Send

**Note:** If you assign a recurring (recurring: Items that occur repeatedly. For example, an appointment or task that occurs on a regular basis, such as a weekly status meeting or a monthly haircut, can be designated as recurring) task, a copy of the task will remain in your task list, but it won't be updated. If you selected the Send me a status report when this task is complete check box, you will receive a status report for each completed occurrence of the task.

### Reassign a Task After the Recipient Declines Your Request

- In your task list (task list: A list of tasks that appears in the Tasks folder and in the TaskPad in Calendar), open the declined task (task: A personal or work-related duty or errand that you want to track through completion)
- On the Actions menu, click Assign Task
- In the To box (To, Cc, and Bcc boxes: A message is sent to the recipients in the To box. Recipients in the Cc (carbon copy) and Bcc (blind carbon copy) boxes also get the message; however, the names of the recipients in the Bcc box aren't visible to other recipient), enter the name of the person to whom you want to assign the task
- Click Send

### Reassign a Task that Someone Assigned to You

- Open the message that contains the task request (task request: A request sent in an e-mail message asking the recipient to complete a task. If the recipient accepts the task, it is added to the recipient's task list, and the recipient becomes the new owner of the task)
- On the Actions menu, click Assign Task
- In the To box (To, Cc, and Bcc boxes: A message is sent to the recipients in the To box. Recipients in the Cc (carbon copy) and Bcc (blind carbon copy) boxes also get the message; however, the names of the recipients in the Bcc box aren't visible to other recipients.), enter the name of the person you want to assign the task to (task: A personal or work-related duty or errand that you want to track through completion)
- Select or clear the Keep an updated copy of this task on my task list check box and the Send me a status report when this task is complete check box

- Click Send.